

CHECKLIST FOR SUBGRANTEES

	Task	Description	User's Guide
1.	<input checked="" type="checkbox"/> Acquire a blank ISIP template and User's Guide	The ISIP template and User's Guide will be distributed by your SAA or can be downloaded from www.shsasresources.com .	Pg. 10
2.	<input checked="" type="checkbox"/> Acquire homeland security strategy goals and objectives	If Step 2 of the ISIP template has not been pre-populated for you, please contact your SAA for more information on your state/urban area goals and objectives.	Pg. 10
3.	<input checked="" type="checkbox"/> Ensure that you meet the ISIP template system requirements	The ISIP template was created in Excel 2000. If you do not have Microsoft Excel or have a previous version of the software, please use Management and Administration funding from FY04 Homeland Security Grant to update your software. The minimum system standard to run Excel 2000 is a Pentium 75 computer with the Windows 95 operating system.	Pg. 6
4.	<input checked="" type="checkbox"/> Complete ISIP template	One template should be completed to account for your FY 2004 homeland security grant funding. Only FY 2004 funding should be included in the ISIP template.	Pg. 13
5.	<input checked="" type="checkbox"/> Review completed ISIP template	Review Step 4 (Plan Summary and Self-Check) of the ISIP template to ensure that data is accurate and complete.	Pg. 34
6.	<input checked="" type="checkbox"/> Submit the completed ISIP template to your SAA by the designated deadline	The SAA will establish a method and timeline for the submission of the ISIP templates for state agencies and local jurisdictions. Please refer to your SAA for this information.	Pg. 40